

# Management 3312, 795

## Summer 2020 2nd 7 weeks



## Syllabus

### Basic Information

**Instructor Name:** Mrs. Heather Carrigan

**OFFICE:** Email Only

**OFFICE PHONE:** Not available

**E-MAIL:** carrigan\_h@utpb.edu

**OFFICE HOURS:** NA

This course is a Web Course and is conducted within Canvas <http://utpb.instructure.com>

**NOTE:** The due dates and times for the activities will adhere to the Central Time Zone.

### Course Description

Course Catalog Description: This is an introduction to the principles and practice in human resource management systems. It includes such topics as recruiting, selection, training and development, compensation, health and safety, employee and labor relations, human resource research, information systems, and workforce planning.

### Measurable Learning Outcomes:

Upon completion, of the course, students should have an understanding of the basic laws affecting their future employees. The course should also provide some of the tools to manage people more effectively. The course is not designed to make you a Human Resource Manager; instead, it is designed for managers to understand the basic human resource concepts. In doing so, we will focus on the following:

- Managing Human Resources
- Workforce Planning and Employment
- Training and Human Resource Development
- Compensation and Total Rewards
- Employee and Labor Relations

**Prerequisites:** MNGT 3310 Management Concepts or permission of instructor

### Materials

## Required Materials:

"*Fundamentals of Human Resource Management*" by Gary Dessler, **5th ed.**, Pearson

Please note that these ISBN # should give you access to My Management Lab but you should verify with vendor before purchasing.

Student Value Edition Plus MyLab Management with Pearson eText- Access Card, 5/E

ISBN: 9780135952313 or with print text 9780136169697

## Important Academic Dates

UTPB [Academic Calendar](#)

## Course Overview

This is a survey course in basic human resource management principles. The purpose is to introduce students to the field of human resource management.

The course is divided into 4 modules. Each Module **typically** but not always covers:

- a. 3-4 Textbook Chapters;
- b. A Lecture for Each Chapter
- c. 1 Discussion Topic per Module
- d. 1 Video Exercise per Chapter
- e. 1 Quiz per Chapter
- f. 1 Assignment
- g. 2 Exams total at the end of Modules 2 and 4

**REMEMBER: Watch my announcements which I send via CANVAS EMAIL for weekly if not daily reminders! I do not want you to fall behind.**

**All assignments open on Day ONE and you are free to complete your work early.**

**Exams:** Two multiple choice major exams are drawn from the textbook, lecture, and readings/web links. The exams cover two modules. There are no questions over the syllabus or other assignments. Each exam is open book and notes. There are 60 to 80 questions per exam and it is timed at about 90-120 minutes long offering 1 minute or more per question. You will have time to check on some questions but certainly not most of them. The questions are not simply definitions but more of a scenario or situation question. Watch the timer in the upper left corner of the screen; it does not stop the exam when the time has expired. You may take the test twice and Canvas will select the highest score.

**Quizzes:** There are multiple choice quizzes over the syllabus. It is a timed quiz 10 minutes long. You need to thoroughly understand the syllabus content. It will also give you a little practice using the test function in Canvas.

**Via My Lab and Mastering Tab:** There is also a review quiz for each chapter. These quizzes are not timed and open book, notes, and, etext.

**Web Exercises:** Each module also has one video links / assignments associated with the online portion of the lesson offered through **Pearson's My Lab and Mastering Tab.**

**Assignments:** There is an assignment per each module which should be answered in 250 – 300 words, double spaced, 12 point, and Times Roman Font. Problems are located at the end of specific textbook chapters. No cover page is required, but it must include your name at the top of the first page. When you save the file include your last name as part of the file name. Upload your answers in the Canvas drop box associated with the assignment in a Word Document.

**Discussions:** You will be assigned to a group at the beginning of the semester. We will have a discussion session (discussion threads) associated with each module that is supported by Canvas. These should provoke thought but have answers tied to an associated lesson. You are graded on the constructiveness and thoughtfulness of your comments. I expect your response to be a paragraph or more with some support logic for your answers. You may comment on another student’s comment within your group (you can see other comments) or begin a new thread. A trite comment such as “I agree with the student above” is not an acceptable response. You are encouraged to make multiple responses to an assigned topic. I frown upon comments made during the **last day/last hour** as it offer little opportunity for others to comment on your remarks. **You must post your first post by the Wednesday of the week it is due to have an opportunity to receive full credit. You will either receive 5 points or lose 5 points if you do or do not post on Wednesday of the week of the Discussion. Discussions MAY NOT be turned in late.**

For each graded discussion question, first, you must respond to the question directly and second, you must read the other students posts and **reply to a least two other students’ responses over a 3-day** period. You are responsible for reading all the messages that are posted in the online discussion. Not reading messages is the equivalent of sleeping in class.

Use a person’s name in the body of your message when you reply to their message. It helps to keep all of us oriented. It helps us maintain a clearer sense of who is speaking and who is being spoken to. As we begin to associate names with tone and ideas, we come to know each other better.

## Grading

I use a point system. I use a maximum possible point and each activity adds up to the total value. This is converted to a percent and then a letter grade. The planned weights and points are as follows:

<i>Course Activity</i>	<i># Items</i>	<i>Points Each</i>	<i>Total Points</i>
Exams	2	120-160	280
Discussions	4	25	100
Pearson My Lab Mastering Tab Videos	14	25	350
Pearson My Lab Mastering Tab Quizzes	14	25	350
Assignments	4	25	100
Syllabus Quiz	1	10	10
<b>Total</b>			<b>1190</b>

## Grading Scale:

90% and above	A
80% to 89%	B
70% to 79%	C
60% to 69%	D
Less than 59%	F

### Grading Rubric for Discussion Assignments: 5 points for posting 1<sup>st</sup> post by Wed. of the week of the Discussion

Criteria	Unacceptable 0 Points	Acceptable 1 Point	Good 4 Points	Excellent 5 Points
<b>Initial Posting</b>	Posts no assignment.	Adequate assignment with superficial thought; extremely short.	Addresses all aspects of the task; lacks full development of concepts.	Posts well developed assignment that fully addresses and develops all aspects of the task.
<b>Follow-Up Postings</b>	Posts no follow-up responses to others.	Posts shallow contribution (agrees / disagrees); extremely short.	Elaborates on other postings with further comment or observation.	Reads posts; extends meaningful discussion.
<b>Support</b>	Includes no references or supporting experience.	Uses personal experience, but no references to lesson.	Incorporates some references from lesson and experience.	Uses references to lesson or personal experience to support comments.
<b>Clarity &amp; Mechanics</b>	Unorganized or rude content that has multiple errors.	Courteous and helpful with some errors in clarity or mechanics.	Minor clarity or mechanics errors.	Clear, concise comments formatted in an easy to read style at is free of grammatical or spelling errors.

## Communication, Grading & Feedback:

I try to check email daily, but generally during the hours of 8 am to 5 pm.

**Email:** My maximum response time to an email is within 48 hours. It will typically be the same day but could be this long. I cannot be available 24/7.

### Submit Student Information Survey:

Every student in this course is expected to complete the Student Information Survey at the beginning of the semester. The Student Information Survey is located either on the **Start Here Tab**. The questions are used by me to 1. Better understand you as a student, 2. Assist in improving the course, and 3. Assist the College of Business understand the type of students enrolled. Individual information is not shared with anyone - ever. This must be completed the first week.

All the course activities will be graded one week after the set due date. You can check your grades by going to Grade Book. If there is any discrepancy in the grade, you must contact me/your coach immediately. I will provide individual feedback or a general feedback in the performance of the course activity.

## Time Management:

You must spend at least 8-12 hours per week to be successful in this class. Reading and doing your assignments will provide you knowledge and expertise to be successful in your future jobs.

## Policies

### Discussion Board

Discussion Board is primarily for discussing course related topics and issues. Best practices are:

- Read all message postings in online discussion.
- Respond to the question directly
- Reply to minimum of two other student posts.
- Use a person's name in the body of your message when you reply to their message.

- Avoid postings that are limited to 'I agree' or 'great idea', etc.
- Ensure responses to questions are meaningful, reflective.
- Support statements with concepts from course readings, refer to personal experience, examples.
- Follow **Rules of Behavior (below)**.

## Rules of Behavior

Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- Do not post anything too personal.
- Do not use language that is inappropriate for a classroom setting or prejudicial in gender, race, or ethnicity.
- Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
- Be courteous and respectful to other people on the list.
- Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- Use line breaks and paragraphs in long responses.
- Write your full name at the end of the posting.
- Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

## Make-Up/Late Submission Policy

**No assignments, etc. may be submitted past the deadline.** All course activities must be submitted before or on set due dates and times. If the student is unable to abide by the due dates and times, it is her/his responsibility to contact the instructor and coach immediately (within 24 hours) and send the documented emergency to them at that time for their consideration. No Work will be accepted late without a documented emergency. **Nothing will be accepted more than 2 days late with a documented emergency.**

## Academic Dishonesty/Plagiarism/Cheating

The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is

dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an “F” for the course.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the [University’s Handbook:Scholastic Dishonesty](#).

**Academic dishonesty** includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

**Plagiarism** includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one’s own academic work being offered for credit.

## **Attendance and Class Participation**

Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a minimum of three times every seven days. All students are expected to do the work assigned, notify the instructor within 2 days when emergencies arise.

## **Tracking**

Learning management systems have tracking features. Statistics are collected that quantifies how often and when students are active in the course and provides information if the student has accessed different pages of the course.

## **Absenteeism**

All the course activities have set dates to be completed and submitted. After the due dates the activities will not be available for the students. Not logging into an online

course is considered absenteeism. Contact instructor immediately in case of emergency medical situation.

## **Course Incomplete/Withdrawal/Grade Appeal**

All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, will only be granted if the student provides a valid, documented excuse for not being able to complete the course on time, and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates.

Find information and dates regarding drops and withdrawals consult the University Handbook: [Drops and Withdrawals](#) and [Appeal Process](#).

## **Accommodation for Students with Disabilities**

**Students with Disabilities:** The University of Texas of the Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Any student with a disability who is requesting an accommodation for this course must provide the instructor with official documentation in the form of a letter from the ADA Officer for Students. Only those students who have officially documented a need for an accommodation will have their request honored. \*\*Adapted from UTSA ADA syllabus statement.\*\*

**ADA Officer for Students:** Mr. Paul Leverington

**Address:** Mesa Building 4243/4901 E. University, Odessa, Texas 79762

**Voice Telephone:** 432-552-4696

**Email:** [ada@utpb.edu](mailto:ada@utpb.edu)

For the accessibility and privacy statements of external tools used within courses, go to [Accessibility and Privacy Statements](#).

## **Computer Skills, Technical & Software Requirements**

*Describe any special prerequisite skills (word processing, spreadsheet, presentation software, YouTube account, etc. Example: This course is designed as a web-based class, which necessitates specific computer expertise on the part of the student, specific*



*computer equipment or programs, and a commitment on the part of the student beyond that of most other courses.) Student will need to create word processing documents, save files, submit files.*

Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to [UTPB Office 365 Page](#).

## Computer Technical Requirements

See [Technical Requirements](#).

## Online Student Authentication

UTPB requires that each student who registers for an online course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login to the UTPB learning management system using their unique personal identifying username and secure password. UTPB's Distance Education Policy requires at least one additional student identification method within the course that has been determined and approved by the faculty or academic program. This course satisfies the second method of student authentication by: **[ONLINE FACULTY – Please select a second method from the list below that you will employ in your course and include specific instructions to assist students in following the procedures:**

- Proctored exams using an approved photo ID\*.
- Presentation of approved photo ID\* through a web cam and video recorded proctoring during assessment (Respondus Monitor, Examity)
- Field or clinical experiences using an approved photo ID\*.
- Synchronous or asynchronous video activities using an approved photo ID\*.
- Other technologies or procedures [ONLINE FACULTY MUST SPECIFY]

**ONLINE FACULTY:** Notify students of additional charges or fees students will have to pay for in person or live remote proctoring of tests.

\*Approved up to date photo identifications are: passports, government issued identification, driver's licenses, military ID from DoD. Dual credit and early college high school students use school district identifications.

## Using LockDown Browser & Respondus Monitor for Online Exams

(Remove this section if using something other than Monitor)

This course requires the use of LockDown Browser and Monitor for online exams. Watch this [short video](#) to get a basic understanding of LockDown Browser and Monitor.

Download and install [LockDown Browser](#).

To take an online test, open LockDown Browser which opens Canvas and navigate to the exam. (You cannot access the exam with a standard web browser.)

When taking an online exam, follow these guidelines:

- Setup web cam for exams using Monitor.
- Ensure you're in a location where you won't be interrupted.
- Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials — books, papers, other computers, or devices.
- Remain at your desk or workstation for the duration of the test.
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

## Preparation for Emergencies

### Computer Crash

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

### Complete Loss of Contact

If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call instructor, and leave message regarding connectivity loss and contact information.

### Lost/Corrupt/Missing Files

You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, you may be required to resubmit the files.

## End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end of course evaluation survey provided by UTPB. During the last two weeks of class, there will be an announcement in Canvas, an email, and a button in your course navigation that will take you to any available surveys.

The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

## Student Support Services

SERVICE	CONTACT
ADA Accommodation/Support	<a href="#">Testing Services &amp; Academic Accommodations Department</a> (432) 552-4696
Advising	(432) 552-2661 <a href="#">UTPB Academic Advising Center</a>
Bookstore	<a href="#">UTPB Campus Bookstore</a> (432) 552-0220
Email, Office 365, my.utpb.edu	<a href="#">Information Technology</a>
Financial Aid and Scholarship	<a href="#">UTPB Financial Aid</a> (432) 552-2620
Library	The <a href="#">J. Conrad Dunagan Library</a> Online at (432) 552-2370

SERVICE	CONTACT
Registrar	<a href="#">UTPB Registrar</a> (432) 552-2635
Student Services	<a href="#">Student Services</a> (432) 552-2600
Technical Support	<a href="#">Canvas</a> 1-866-437-0867
Tutoring & Learning Resources	If you are taking courses through UTPB the following links provide services: <a href="#">Smarthinking Online Tutoring</a> (provides tutoring services), <a href="#">SmarterMeasure</a> (measures learner readiness for online course).

## Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

## Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the purpose of the course. They may not be further retained or disseminated.

## Schedule

<i>MODULE 1</i>		
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<b>Chapters 1-3</b>	<b>Activities / Assignments</b>	<b>Date Due</b>
	<b>Intro Yourself</b>	<b>Jul 5</b>
	<b>Quiz on syllabus (10 points)</b>	<b>Jul 5</b>
<b>Chapter 1</b> <b>Managing Human Resources Today</b>  <b>Chapter 2</b> <b>Managing Equal Employment Opportunity and Diversity</b>  <b>Chapter 3</b> <b>Human Resource Strategy and Analysis</b>	<b>View Lectures and Power points</b>	
	<b>Module 1 Discussion (25 points)</b>	<b>Jul 12</b>
	<b>View Video Exercise 1 and answer questions: Chapter 1 (25 points)</b> <b>Chapter 1 Quiz (25 points)</b> <b>View Video Exercise 2 and answer questions: Chapter 2 (25 points)</b> <b>Chapter 2 Quiz (25 points)</b> <b>View Video Exercise 3 and answer questions: Chapter 3 (25 points)</b> <b>Chapter 3 Quiz (25 points)</b>	<b>Jul 12</b>
	<b>Module 1 Assignment (25 points)</b>	<b>Jul 12</b>
	<b>MODULE 2</b>	
<b>Chapters 4-6</b>	<b>View Lectures and Power points</b>	
<b>Chapter 4</b> <b>Job Analysis and Talent Management</b>  <b>Chapter 5</b> <b>Personnel Planning and Recruiting</b>  <b>Chapter 6</b> <b>Selecting Employees</b>	<b>Module 2 Discussion (25 points)</b>	<b>Jul 19</b>
	<b>View Video Exercise 4 and answer questions: Chapter 4 (25 points)</b> <b>Chapter4 Quiz (25 points)</b> <b>View Video Exercise 5 and answer questions: Chapter 5 (25 points)</b> <b>Chapter 5 Quiz (25 points)</b> <b>View Video Exercise 6 and answer questions: Chapter 6 (25points)</b> <b>Chapter 6 Quiz (25 points)</b>	<b>Jul 26</b>
	<b>Module 2 Assignment (25 points)</b>	<b>Jul 19</b>
	<b>Exam 1 – 120 points</b> <b>This exam covers Chapters 1-6</b>	<b>Jul 26</b>

<b>MODULE 3</b>		
<b>Chapters 7-10</b>	<b>View Lectures and Power points</b>	
<b>Chapter 7 Training and Developing Employees</b>	<b>Module 3 Discussion (25 points)</b>	<b>Aug 2</b>
<b>Chapter 8 Performance Management and Appraisal</b>	<b>View Video Exercise 7 and answer questions: Chapter 7 (25 points)</b>	<b>Aug 2</b>
<b>Chapter 9 Managing Careers</b>	<b>Chapter 7 Quiz (25 points)</b>	
<b>Chapter 10 Developing Compensation Plans</b>	<b>View Video Exercise 8 and answer questions: Chapter 8 (25 points)</b>	
	<b>Chapter 8 Quiz (25 points)</b>	
	<b>View Video Exercise 9 and answer questions: Chapter 9 (25 points)</b>	
	<b>Chapter 9 Quiz (25 points)</b>	
	<b>Located in Pearson My Management Lab</b>	
	<b>Module 3 Assignment (25 points)</b>	<b>Aug 2</b>
<b>MODULE 4</b>		
<b>Chapters 11-14</b>	<b>View Lectures and Power points</b>	
<b>Chapter 11 Pay for Performance and Employee Benefits</b>	<b>Module 4 Discussion (25 points)</b>	<b>Aug 9</b>
<b>Chapter 12 Maintaining Positive Employee Relations</b>	<b>View Video Exercise 11 and answer questions: Chapter 11 (25 points)</b>	<b>Aug 14</b>
<b>Chapter 13 Labor Relations and Collective Bargaining</b>	<b>Chapter 11 Quiz (25 points)</b>	
<b>Chapter 14 Improving Occupational Safety, Health, and Risk Management</b>	<b>View Video Exercise 12 and answer questions: Chapter 12 (25 points)</b>	
	<b>Chapter 12 Quiz (25 points)</b>	
	<b>View Video Exercise 13 and answer questions: Chapter 13 (25 points)</b>	
	<b>Chapter 13 Quiz (25 points)</b>	
	<b>View Video Exercise 14 and answer questions: Chapter 14 (25 points)</b>	
	<b>Chapter 14 Quiz (25 points)</b>	
	<b>Module 4 Assignment (25 points)</b>	<b>Aug 9</b>
	<b>Exam 2- 160 points This exam covers Chapters 7-14</b>	<b>Aug 14</b>

# Sample Syllabus